

## 1 Logging In

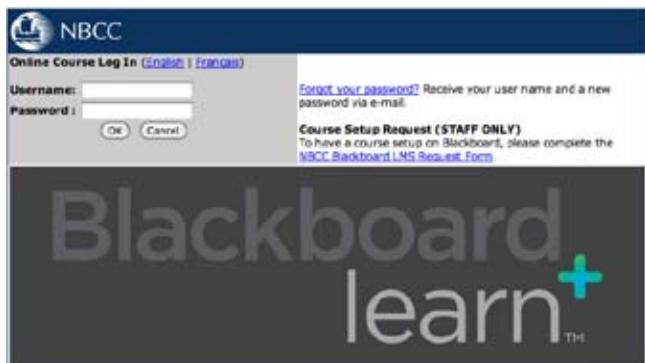
The NBCC Learning Management System (LMS) is your online classroom.

### Logging In

**Step 1:** Open a web browser, such as Internet Explorer or Firefox.

**Step 2:** Go to **www.nbcc.ca**  
Click the “BlackBoard” link at the top of the page

**Step 3:** Enter your username and password.



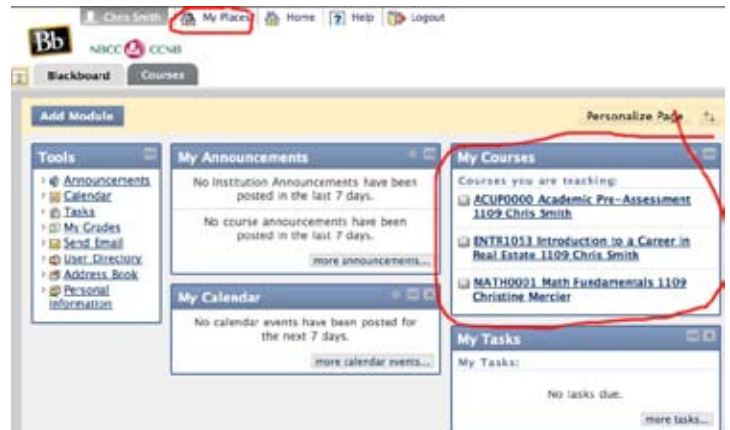
You can access the Learning Management System from any internet connected computer in the world, if you have:

- the web address: <http://www.nbcc.ca>
- your username: \_\_\_\_\_
- your password: \_\_\_\_\_

## 2 BlackBoard Page

When you log in, you will see a screen that helps you organize your learning.

At the top of the screen is a link called “My Places.” You can click on the link to change your settings and personal information.



At the right side of the screen is a list of your courses. Click the name of a course to enter.

On the left side of the screen is a list of “Tools,” such as a calendar, mail, and grades. You can reorganize any of the boxes on this page by using the mouse to drag the boxes around the screen.

# NBCC

## Learning Management System

### Orientation

Introducing some of the commonly used tools in online learning with BlackBoard 9

POTENTIAL LIVES HERE.



## 3 Navigating your Course

When you enter a course, it will look something like this.



Every course will look a little bit different. But all courses have:

1. A menu on the left that contains links to your course tools and content. On the right is the window where the tools and content will display.
2. Use arrow buttons to go to the next page in a learning module
3. Use breadcrumbs to go back to a previous level.

Use the browser “back” button to go to a previous page.



## 4 Mail

Use the mail tool to communicate with other people in your course.

### Read and Reply to a Message

**Step 1:** Click the “mail” link on the menu at the left.

**Step 2:** Click the underlined “Inbox” link.

**Step 3:** Click on the subject of the message you want to read.

To reply to a message, click the “Reply” button. Choose “Reply to Sender” or “Reply to All.”

### Send a Message

Click on the “Mail” link and then click:

The screenshot shows the 'Create Message' form with three main sections:

- 1. Recipients:** Includes 'To', 'Cc', and 'Bcc' fields. A red arrow points to the 'To' field with the text: "Click 'To' to choose a recipient. (Choose links from list that appears and use arrows to move to 'Recipients' box) Click to send."
- 2. Compose Message:** Includes a 'Subject' field with the text "Enter a Subject." and a 'Body' text area with the text "Type your message." Below the body is a rich text editor toolbar.
- 3. Attachment:** Includes 'Upload Attachment' and 'Choose File' buttons. A red arrow points to the 'Choose File' button with the text: "Click to make an attachment."

At the top right of the form are 'Cancel' and 'Submit' buttons. A legend at the top left states: "\* Indicates a required field."

## 5 Discussion Board

Messages in a discussion board are organized into:

- Topics/Forums
- Threads

A thread contains all the replies to an original message.

**Step 1:** Click the “Discussion board” link on the menu.

**Step 2:** A list of topics (or forums) appears, including number of messages and the number that you have not read. Click the name of a title/forum to open it.

**Step 3:** A list of threads appears, including number of messages and number unread. Click the name of a thread to open it and display messages.

The screenshot shows the Discussion Board interface with the following elements:

- Buttons for 'Test Posting' and 'Reply'.
- Status: 'Total Posts: 4 Unread Posts: 0'.
- 'Message Actions' dropdown menu and 'Collect' button.
- 'Select: All None' options.
- A list of threads: 'Test Posting', 'RE: Test Posting', and 'RE: Test Posting'. A red arrow points to the first thread with the text: "Sample thread."
- A 'Create Thread' button at the bottom.

- To read a message, click on the subject. The message will be displayed at the bottom of the screen.

- To reply, click “Reply,” type message, & submit

- To start a new series of messages (thread) click

## 6 Calendar

You can view the calendar from within a course or from the BlackBoard page when you log in.

- To view calendar items your instructor has put in a course, click the “Calendar” link on the menu in the course.

- To view calendar entries for all your courses together and to add personal calendar items, click the “Black-Board” tab. Then choose the “Calendar” link under the “Tools” menu.

## 7 Assessments

Your class may contain assessments, such as quizzes or tests.

**Step 1:** Click the “assessments” link on the menu, click the assessment you want, and click begin.

**Step 2:** Enter your answers and click the “Save Answer” button for each question.

The screenshot shows a button labeled '1 points' next to a 'Save Answer' button.

**Step 3:** When you have finished, submit the assessment.

Save and Submit

## 8 Assignments

Assignments are also located under “Assessments.”

Click the “Assessments” link to see a list of quizzes/assessments and assignments.



### Assignment

Attached Files [TestDoc.docx \(19.549 KB\)](#)

Assignments sometimes have a file attached. Click on the name of the file to download it.

### Submit an Assignment

Click the name of the assignment. Read information about the due date and instructions. Download any attached files.

- Short assignments can be typed directly into the text box under 2. Assignment Materials (submission).

- To attach Word documents or other files, click

Attach File

Browse My Computer

- Click “Save as Draft” to save your assignment and continue working later. Click “Submit” to send the assignment to your instructor.

Save as Draft

Submit